

MCCS-IA (15-1a)

(Date)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Minutes of Correspondence Committee Meetings

1. In accordance with AMEDDC&S Memo 15-00, the committee met at (time), (date). The purpose of the meeting was to develop a standard format for committee minutes.

a. Members present: COL Charles E. Dyer, II, Chairman (use complete names to include rank/grade).

b. Members absent: MAJ Adam S. Apple, Member.

c. Others present:

2. Old business: The recorder read the minutes of the last meeting conducted on (date of last meeting). The minutes were approved.*

3. New business:

a. The committee discussed the draft format for committee minutes (enclosure). The committee adopted the format.

b. The committee concurred with the proposed revision of AMEDDC&S Memo 25-50.

4. The meeting adjourned at (time).

Encl

CHARLES E. DYER, II
Colonel, MS
Chairperson

DISTRIBUTION:

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*Approval to minutes to be approved by the CG, DCG, CofS, or other member of the Command Group will be prepared as a 1st endorsement to the minutes, by the recorder at the time the minutes are prepared.

Figure B-8 - Minutes of Meetings